



City of Fredericksburg
COMMUNITY PLANNING & BUILDING DEPARTMENT
715 Princess Anne Street / P.O. Box 7447
Fredericksburg, VA 22404
Telephone: 540-372-1179 Fax: 540-372-6412

ZONING PERMIT

This is a: Change of Address / Change of Ownership / New Business

Business Name: _____ Bus. Phone: _____

Business Location: _____

Mailing Address: _____ E-Mail: _____

Description of Business: _____ Start Date: _____

Owner Name: _____ E-Mail: _____

Address: _____

Previous use of property: _____ Proposed Use (be specific): _____

No. of off-street parking spaces: _____ Square Footage to be used: _____

Is this property located in the Historic District? Yes ____ No ____

Do you want to be called to pick up permit when issued? Yes ____ No ____

By signing below you are certifying that the above information is correct and you understand that this permit only applies to the address noted above. If you move from this location, you will need to complete a new "Zoning Permit."

Name of Business Owner Date

Signature of Business Owner

Name of Property Owner Date

Signature of Property Owner

SIGNS PLACED ON THE PROPERTY WILL REQUIRE SUBMITTAL OF A SIGN APPLICATION.
THIS APPLICATION ONLY CERTIFIES COMPLIANCE WITH ZONING REGULATIONS. THIS
APPLICATION IS NOT A CERTIFICATE OF OCCUPANCY.

For Completion by Community Planning & Building Department

☐ Approved

☐ Disapproved

Zoning Designation: _____

Comments: _____

Zoning Administrator

Date

Copy to: ☐ Building Services Division
☐ Commissioner or Revenue

☐ Fire Marshall
☐ Economic Development

☐ Police (Support Services Division Commander)

OTHER REQUIRED PERMITS/LICENSES

BUILDING PERMITS

To build a new building or structure, make additions and/or alterations, or change the use of an existing building requires a Building Permit from the Building Services Division, City Hall Room L6, Lower Level. All work proposed within the Historic District requires a Certificate of Appropriateness from the Architectural Board before a permit will be issued.

Anyone with questions concerning the Building Permit process, whether a building permit would be required, information about permit fees, or applicable Building Code regulations may contact the Building Official or the Deputy Director for Building Services Division, 540-372-1080.

SIGN PERMIT

A Sign Permit is required for all signs erected or placed on property or buildings in the City. Sign Permit applications are available in the Building Services Division, City Hall, Room L-6, Lower Level. All signs proposed for property in the Historic District require a Certificate of Appropriateness from the Architectural Review Board before a sign permit will be issued. In addition all portable signs displayed in the Historic District require a Portable Sign Permit. For additional information contact the Zoning Office, City Hall, Room 209, 504-372-1179.

BUSINESS LICENSE

A Business License is required for anyone wishing to operate a business within the City. A Business License Application can be obtained in the Commissioner of Revenue's office, Room 102, City Hall, 540-372-1004. Approval of a Certificate of Zoning Use Permit must be obtained before a Business License will be issued.

FENCE/WALL PERMIT

Construction of a wall or fence taller than 6 feet will require a building permit. Applications may be obtained in the Community Planning & Building Department, City Hall, Room 209, 540-372-1179. All work proposed within the Historic District requires a Certificate of Appropriateness from the Architectural Board before a permit will be issued.

SIDEWALK CAFÉ LICENSE

Restaurants in the Historic District with outside seating require a Sidewalk Café License. Applications are available in the Community Planning & Building Department, City Hall, Room 209, 540-372-1179.

FOR ADDITIONAL INFORMATION

Community Planning & Building and Zoning Office, City Hall, Room 209,
540-372-1179

Architectural Review Board, City Hall, Room 209, 540-372-1179
Commissioner of the Revenue, City Hall, Room 102, 540-372-1004
Building Services Division, City Hall, L6, 540-372-1080